

2296 Copyright Compliance Policy 2296

The School Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization from the holder of the copyright, except for certain exempted purpose. Severe penalties may be imposed for unauthorized copying or using audio, visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

The District encourages its employees to enrich the learning programs by making proper use of supplementary materials. All District employees must comply with federal copyright laws, as well as publisher licensing agreements. Under no circumstances shall it be necessary for District employees to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of copyright law by its employees.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the Superintendent/designee. The Superintendent/designee will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required.

Adopted: 2/2011